

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

OFFICE ASSISTANT (GENERAL)
1141/CA48

or

OFFICE TECHNICIAN (GENERAL)
1138/CA55

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGES

Office Assistant (General): \$2074.00 - \$2,519.00 (Range L)
\$2,280.00 - \$2,770.00 (Range M)

Office Technician (General): \$2,638.00 - \$3,209.00

DUTIES: Under the general direction of the Manager of Human Resources, this position will be responsible for performing general receptionist tasks for the Bureau of State Audits. Specific duties include, but are not limited to:

RECEPTION AND RECEPTION AREA--Answering a large volume of incoming calls in a professional manner on a 10-line Mitel switchboard and directing calls to appropriate staff or location. Greeting the public and informing staff when appointments arrive. Maintaining audit report display rack in the lobby.

MAIL (INCOMING)--Processing incoming mail, which includes opening, date stamping, logging, sorting and routing mail. Accepting and processing deliveries and maintaining a delivery log.

WORKPAPERS--Retrieving, storing and maintaining all on-site and off-site bureau workpapers. Maintaining a comprehensive and up-to-date workpaper database to track where workpapers are located or who has custody. Coordinating with Executive Staff on the destruction of outdated workpapers.

CLERICAL SUPPORT--Providing general administrative support to the Administration, Audit, and Investigative Divisions and to the Executive Office on an as needed basis.

MISCELLANEOUS TASKS--Maintaining a log tracking audit report requests, ensuring deliveries and invoicing customers when appropriate. Collecting and reconciling payments for audit reports with receipts on a weekly basis. Distributing reimbursement checks. Acting as vending machine and transit sale liaison.

(Duties and level of supervision will be commensurate with the level of appointment).

DESIRED QUALIFICATIONS

- Good work habits, including punctuality and dependability.
- Good organizational skills.
- Ability to follow oral and written directions appropriately.
- Ability to evaluate situations accurately and take effective action.
- Work well with the public and handle general receptionist duties.
- Experience operating a personal computer and general office equipment (i.e., photocopy machine, fax machine, printers, phones, and a multi-line reception console.)
- Ability to work in a Microsoft Windows environment, including: Word, Excel, and MS Access.
- Ability to work 8:30-5:30, Monday through Friday.

Final Filing Date: April 2, 2010 or Until Filled

To apply, please send completed state application (std. 678) to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

*****You must indicate your eligibility to apply for this job on the remarks section of the application.**

SELECTION PROCESS

Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. A Training and Development assignment may also be considered. After an initial screening of applications, only the most qualified candidates will be selected for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

All positions at the Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT
WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**